



**National Geospatial-Intelligence Agency  
7500 GEOINT Drive  
Springfield, Virginia 22150**

**FREEDOM OF INFORMATION (FOIA) ACKNOWLEDGEMENT-CLARIFICATION LETTER**

**NGA-2019-FOI-00052**

22 May 2019

Dear Ms. Best:

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request submitted to the National Geospatial-Intelligence Agency (NGA), received in the FOIA Requester Service Center on May 21, 2019. The number listed above has been assigned to identify your FOIA request.

The National Geospatial-Intelligence Agency, Freedom of Information Act office will furnish portions that may be released to the public. **However, NGA has a significant number of pending FOIA requests that prevents a response determination from being made within 20 workdays; thus, we have instituted multi-track processing of FOIA requests.** Based on the information you have provided, we have determined that your request should be placed in the below checked **(Multi-Track and Processing Category)**.

**Multi-Track**

**X Complex**

***You requested: "Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:***

***1. The instruction to do so from the Agency, as well as any guidance from the senior leadership 2. Documents discussing proposals and procedures 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation: A copy of the agency's first perfected (successful) FOIA request; Copies of other FOIA requests filed before the FOIA request described above; Processing notes, search slips and response documents regarding the FOIA requests described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests; A copy of the agency's first successful FOIA appeal; Copies of other FOIA appeals received by the agency before the appeal described above; Processing notes, search slips and response documents regarding the FOIA appeals described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals."***

## ***ACKNOWLEDGEMENT- FREEDOM OF INFORMATION (FOIA) REQUEST***

Processing this request will require us to coordinate our response with other office(s). The FOIA provides for the collection of fees based on the costs of processing a FOIA request. FOIA requesters are required to provide enough information to demonstrate which fee category is appropriate for their request.

### **There are three (3) Fee Processing categories:**

- ( ) Commercial requesters should be willing to pay all search, review and duplication costs.
- (X) Educational or Noncommercial Scientific Institution or News Media requesters should be willing to pay duplication charges in excess of 100 pages if more than 100 pages of records are desired.
- ( ) All other requesters should be willing to pay assessable search and duplication costs if more than two hours of search effort or 100 pages of records are desired.

### **Applicable if checked:**

- ( ) You have indicated you are willing to pay **\$0.00** for the processing of your request.
  - ***We will contact you prior to taking action on your request if the fees will exceed this amount.***
- ( ) The FOIA applies only to ***existing*** National Geospatial-Intelligence Agency records. ***We are not obligated to create records.*** If you would like us to take further action on your FOIA request, please provide additional information such as verification of dates and or location, etc.
- ( ) Please forward or fax verification of identity to accompany your request.
- ( ) Until you can provide additional information to clarify what NGA records might exist which are responsive to your P/A request, we cannot take any further action. ***If we have not heard from you by (date), we will close your file.***

For any inquiries to our FOIA/PA office, please refer to FOIA case number, **2019-FOI-00052** to assist us in responding to your request. You may contact us via phone (571) 557-4141 or via email at [FOIANGA@nga.mil](mailto:FOIANGA@nga.mil) and our fax number is (571) 558-3165.

Sincerely,

**NGA FOIA/PA REQUESTER SERVICE CENTER**